## CITY OF DOTHAN IN-HOUSE APPLICATION

PROMOTIONS/DEMOTIONS/TRANSFER EOE M/F/D



TO THE EMPLOYEE: WE APPRECIATE YOUR INTEREST IN IN-HOUSE OPPORTUNITIES, AND ASSURE YOU WE ARE SINCERELY INTERESTED IN YOUR QUALIFICATIONS. A CLEAR UNDERSTANDING OF YOUR EXPERIENCE, WORK HISTORY AND EDUCATION (WHERE EDUCATION APPLIES) IS NECESSARY TO EVALUATE YOUR QUALIFICATION FOR THE POSITION FOR WHICH YOU ARE APPLYING. THEREFORE. IT IS EXTREMELY IMPORTANT THAT YOU COMPLETE THE APPLICATION FORM THOROUGHLY. PROVIDING ALL INFORMATION REQUESTED. YOU MAY ATTACH ADDITIONAL INFORMATION TO THIS APPLICATION IF NECESSARY. APPLICATIONS WHICH ARE INCOMPLETE WILL NOT BE CONSIDERED.

OSITION APPLYING FOR: _	Secretary	033-9	15-P1
Benckin	Λ1	<b>)</b>	111 10 11 20
LAST NAME	FIRST		416-17-1297 SOCIAL SECURITY #
107 Concord C	4		794-2640
PRESENT ADDRESS: STREE	ST#/ROUTE-BOX#		HOME TELEPHONE #
Jothan	AL	36301	793-0284
VITY	AL STATE	ZIP	WORK TELEPHONE #
NAME(S), RELATIONSHIP		CIAL DRIVER'S LIC	CENSE? YES \( \sqrt{NO} \)
OPERATOR DRIVER'S LIC	•		
COMMERCIAL DRIVER'S L	ICENSE (CDL) CLASS	ENDO	DRSEMENTS #4 The Company of the Comp
			NONE - E TOTAL
IF THE POSITION FOR W			
OPERATOR OR CDL LICEN			
DO YOU HAVE ANY PHYSI	CAL CONDITIONS WHI	CH COULD LIMIT	YOUR ABILITY TO PERFORM THE
JOB APPLIED FOR? YES			
IF YES, EXPLAIN			

DOTHAN/Martin & Brackin 0861 Confidential Subject to Protective Order

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RE	E o	R D	0	F	E	DU	C	Α	T	0	N

DID YOU GRADUATE FROM HIGH SCHOOL	? (IF YOU HAVE A GED	HIGH SCHOOL	EQUIVALENCY
Answer yes). Yes 🕅 No 🗌			
NAME AND ADDRESS OF SCHOOL WHERE	GRADUATED OR RECEIVE	GED:	
Rehobeth High Sch	rool		<u> </u>
5. IF YOU DID NOT GRADUATE FROM HIGH	SCHOOL, INDICATE HIC	HEST GRADE C	OMPLETED:
NAME AND ADDRESS OF SCHOOL:			
6. OTHER JOB RELATED EDUCATION (COLL	EGE COURSES. SEMINARS	S. WORKSHOPS	ETC)
	INDICATE	for credits/hrs.	
NAME OF COLLEGE, SEMINARS, TRAINING, ETC. (CITY, STATE, ZIP CODE)	MAJOR, SEMINAR CONTENT, ETC.	COMPLETED. SEM &/OR QUARTER.	DEGREE/CERTIFICATE ETC.
1) Riley College	Computer	6-month	
· · · · · · · · · · · · · · · · · · ·	Clerical	Program	Diploma
2) Municipal Court Clerk +	Certification		
Magistrates Cartification TRAIN	TEAINING.		Certificate
3) Workshop (Mobile)	4th offense DUI		
	4th offense DUI BAIL BONDING LAW	}	

## WORK HISTORY LIST PRESENT CITY OF DOTHAN JOB FIRST

5-1-92		
1) DATES OF EMPLOYMENT (MONTH/YEAR)	EXACT TITLE OR POSITION	SALARY OR EARNINGS
FROM May 1992 to: PRESENT	MAGISTRATE	#9.04/HR
NAME OF EMPLOYER  City of Dothan	NAME OF YOUR SUPERVISOR SAyle Lellen berger	
REASON FOR WANTING PROMOTION OR DEMOTION	OR TRANSFER	14.94
STABLE Working House		
DESCRIPTION OF DUTIES AND RESPONSIBILITIES	s including number and type of employees supervised:Re	sponsible for
determinina probable ca	use + issuance of Misdemeano	r warrants.
	or tickets of complaints. Enterine	
	erwork, ASSISTING MUNICIPAL Judge	
	I Offender cases. Ability to make	
	- VISION. Assist the public tact	
courteously with their	~ concerns of questions, Type No	tices of Appeal
From City court to CIRC	uit Court. Reading + understanding	OF OFFENSE
- ARREST Reports. Involv	ed with the training of other	Magistrates,
per, reads + routes 1	Noming Mail.	

WORK HISTORY (CONTINUED)

2) DATES OF EMPLOYMENT (MONTH/YEAR)	EXACT TITLE OR POSITION	SALARY OR EARNINGS
FROM: Dec 1990 To: Feb 1992	OFFICE MANAGER PECEPTIONIST	46.60/HR
NAME OF EMPLOYER	ADDRESS OF EMPLOYER	
Automated Control Systems	122 Woodburn Drive	
NAME OF YOUR SUPERVISOR	REASON FOR LEAVING	-
Gary McGowan	LAH-DEF	
	LUDING NUMBER AND TYPE OF EMPLOYERS SUPERVISED:	
Answer telephone Type letters	from rough draft copy; weekly	+ Semi-Monthly
Payeoll; Payroll Taxes, Jakes of		lecewable; Bank
VARATION + Holiday Time DO	Orders: Make decisions on Rurche Personal Employee Time Sheet	
Job Cost of Cost of Campanger		Five Procedures
+ Filipa	1 DRY CIDE HOWN THE FEMALE	The state of the s
3		
3) DATES OF EMPLOYMENT (MONTH/YEAR)	EXACT TITLE OR POSITION	SALARY OR EARNINGS
FROM: 3-90 TO: [1-90	Accounting Clerk	#7.25/HR
NAME OF EMPLOYER	ADDRESS OF EMPLOYER	
Whatley-White	300 Murray Koad	
NAME OF YOUR SUPERVISOR	REASON FOR LEAVING	
Melissa Key	I Company Went out of Bu	511285
	LUDING NUMBER AND TYPE OF EMPLOYEES SUPERVISED:	
		Films, Answer
	STATEMENTS - Payroll & Accoun	ts tayable;
Deposits + Close nonth-e	nd Accounting Procedures	
<del></del>		<u> </u>
4) DATES OF EMPLOYMENT (MONTH/YEAR)	EXACT TITLE OR POSITION	SALARY OR KARNINGS
11.02		# 00 1
FROM: 11-88 TO: 10-89	Accounting tosistant	\$8.75/HR
NAME OF EMPLOYER	ADDRESS OF EMPLOYER	
Riley College	4129 Ross Clark CIR	<del></del>
NAME OF YOUR SUPERVISOR  PEAAY RICE	REASON FOR LEAVING LACK OF WORK (laid-AFF	
	LIDING NUMBER AND TYPE OF EMPLOYEES SUPERVISED: $R$	LINDING dAILY
havis and a	ally bank deposits: Codina	Archivets
Receivable: Setting up tu	ition for Accounts Receive	able on each
Student close month-e	ind Accounting Hocedur	es + Fixal
Year end; Prepare ture	hase Orders J	
7. CLERICAL APPLICANTS: PLEASE	COMPLETE THE ROLLOWING	
	PERIENCE-YEARS WORDS-MINUTE EXPERIENCE	TR-VEADS
BOOKKEEPING 2		2
KINDS 10-Key CA	lauladas	
Fax machine	WORD PROCESSING PROGR	AMS: Perfect
OFFICE MACHINES Telephone	+ CODIER LOTUS 1-2-3 PC	FILE

OLS (List kinds):  OLS (List kinds):  OLSE THIS SPACE TO LIST AMARDS, HONORS, OTHER SKILLS, QUALIFICATIONS, OR COMMENT WHICH WOULD ASSIST US IN EVALUATING YOUR APPLICATION.  SINCE WORLING AS A MAJISTRATE IN THE DOTHAN TO LIVE DOTHAN THE DOTHAN TO LIVE DOTHAN THE DOTHAN THE LIST DOTHAN THE DOTHAN TO LIVE DOTHAN TO LIVE BEST OF MY ENORIDED REPRETATION AND AGREEMENT  PLEASE READ CAREFULLY  APPLICANT CERTIFICATION AND AGREEMENT  PLEASE READ CAREFULLY  APPLICANT CERTIFICATION AND AGREEMENT  RECEBY CERTIFY THAT ALL STATEMENTS MADE BY HE IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY ENORIDED RIST BY HEALED OF A POSITION, AND SHOULD SICK WILL FULL WITHOUTHER SHARE STATEMENTS BOOK BYTEN PROPARED CHEVIORICE WILL CONSTITUTE SUFFICIENT GROUNDS FOR DISNISSAL FROM EMPLOYMENT WITH THE CITY OF DOTHAN. I UNDERSTAND A POINTMENTS NOT HE FOLLOW OF THE DEPARTMENTS WITH HE CITY. IN ADDITION I UNDERSTAND THAT HE CITY OF DOTHAN SHALL RESERVE, DIE RIGHT TO REQUIRE A PHYSIC MINIMAL BY CHAIN ACTUAL EXPENDED BY HE WORK REQUIRED IN THE PRESONED BY HE WITH A PROPERTY THE WORK REQUIRED OF THE PRESONED BY SIGNAL EXAMINATION AT CITY EXPENSE AT ANY TIME TO DETERMINE HY CONTINUED ABILITY TO PROPERLY HE WORK REQUIRED IN THE PROSITION OF THE WORK REQUIRED AND HER PROSITION WITH A SPECIAL OF THE PROSITION OF THE WORK REQUIRED OF THE PRESONED BY SIGNAL EXAMINATION AND ALL PAPERS IN COMPRESSION WITH THE WORK REQUIRED OF THE PRESONED BY SIGNAL EXAMINATION AND ALL PAPERS IN COMPRESSION WITH THE WORK REQUIRED TO DETERMINE HE WORK REPORTED BY THE WORK REQUIRED TO DETERMINE HE RESERVED TO THE PRESONED BEPARED AND AND ASSET TO HER RESERVED TO THE PRESONED BEPARED BY THE WORK REQUIRED TO DETERMINE HERE STORY THE WORK REQUIRED TO DETERMINE HERE STORY THE WORK REQUIRED TO DETERMINE HERE STORY THE WORK REPROADED TO DETERMINE WAY AND ALL PAPERS IN COMPRESSION THE WORK REQUIRED TO DETERMINE WAY AND ALL PAPERS IN COMPRESSION WAY AND ALL PAPERS IN COMPRESSION WAY	QUIPMENT/MACHINES ist:	TRAINING? YES NO.  If yes, give # of months/years; and list if training was vocational or on-the-job.	EXPERIENCE (Number of months/years you have operated each piece of equipment you've listed
D. USE THIS SPACE TO LIST AWARDS, HONORS, OTHER SKILLS, QUALIFICATIONS, OR COMMENT WHICH WOULD ASSIST US IN EVALUATING YOUR APPLICATION.  Since working as a Magistrate in the Dothan Tolle Det, I deal with many people every day. I tell not experience with many people every day. I deal must be an Asset for this position.  PLEASE READ CAREFULLY APPLICANT CERTIFICATION AND AGREEMENT  HERREY CERTIFY THAT ALL STATEMENTS HADE BY HE IN THIS APPLICATION AND AGREEMENT  HERREY CERTIFY THAT ALL STATEMENTS HADE BY HE IN THIS APPLICATION AND AGREEMENT ON THIS APPLICATION WILL PASSIS FOR DEATH, OF A POSITION, AND SHOULD SUCH WILLEUE WITHHOLDING OR PALSE STATEMENTS ON THIS APPLICATION WILL PASSIS FOR DEATH, OF A POSITION, AND SHOULD SUCH WILLEUE WITHHOLDING OR FALSE STATEMENTS ON THIS APPLICATION WILL BE FOR A ONE YEAR PERIOD DURING WITH PERIOD, EXCEPT THOSE APPOINTMENTS AT THE CITY OF DOTHAN. I UNDERSTAND A POINTMENTS ARE PROBATIONARY FOR A SIX MONTH PERIOD, EXCEPT THOSE APPOINTMENTS TO THE POLICE OR FIRE DEPARTMENTS WITH THE CITY. IN ADDITION I UNDERSTAND THAT THE CITY OF DOTHAN SHALL RESERVE THE RIGHT TO REQUIRE A PHYSIC AND AND ALL PRIVATE TO PREPORT THE POSITION OF MEMORITOR OF MEMORITOR OF PROPERTIES AND A SIX MONTH PERIOD. EXCEPT THOSE OF COMMENCION THE POSITION IN RELATION TO MY REPROPORTED SHALL BE SOON THE PICE AS RESULTS OF A SIX CHANGACION OF MEMORITOR OR DEATH OF THE POSITION OF MEMORITOR OR DEATH OF THE POSITION OF MEMORITOR OR AND ALL PARKES IN COMMENCION THE PERSONNEL DEPARTMENT WITH THE CITY. IN ADDITION TO MEMORITOR IN RELATION TO MY REPROPORTED SHALL BE CONTIDENTIAL RECORDS OF THE PERSONNEL DEPARTMENT HAD ALL PROPORTION AND OR RECORDS NEEDED TO DETERMINE THE SECOND THE POSITION OF MEMORITOR OF MEMORITO			
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HEREBY CERTIFY THAT ALL STATEMENTS MADE BY HE IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE A LIEF. I AM FURTHER AWARE THAT WILLFULLY WITHHOLDING INFORMATION OR MAKING PALSE STATEMENTS ON THIS APPLICATION WILL. BASIS FOR DENIAL OF A POSITION, AND SHOULD SUCH WILLFUL WITHHOLDING OR FALSE STATEMENT BECOME EVIDENT AFTER EMPLOYMENT CH EVIDENCE WILL CONSTITUTE SUFFICIENT GROUNDS FOR DISHISSAL FROM EMPLOYMENT WITH THE CITY OF DOTHAN. I UNDERSTAND A POINTMENTS ARE PROBATIONARY FOR A SIX MONTH PERIOD, EXCEPT THOSE APPOINTMENTS TO THE POLICE OR FIRE DEPARTMENTS WHI ALL BE FOR A ONE YEAR PERIOD DURING WHICH TIME I MUST DEMONSTRATE MY FITNESS FOR AND ABILITY TO CONTINUE MY EMPLOYMENT THE CITY. IN ADDITION I UNDERSTAND THAT THE CITY OF DOTHAN SHALL RESERVE THE RIGHT TO REQUIRE A PHYSIC AMINATION AT CITY EXPENSE AT ANY TIME TO DETERMINE MY CONTINUED ABILITY TO PERFORM THE WORK REQUIRED IN THE POSITI R WHICH I AM EMPLOYED. I AGREE THAT THIS APPLICATION AND ALL PAPERS IN CONNECTION WITH IT AS WELL AS RESULTS OF A YSICAL EXAMINATION CONDUCTED IN RELATION TO MY EMPLOYMENT SHALL BE CONFIDENTIAL RECORDS OF THE PERSONNEL DEPARTME BIRCT TO INSPECTION BY THE APPOINTING AUTHORITY, AS PROVIDED IN THE RULES AND REGULATIONS, AND TO MY PERSON SPECTION HEREBY RELEASE TO THE PERSONNEL DEPARTMENT ANY AND ALL INFORMATION AND/OR RECORDS NEEDED TO DETERMINE THESE FOR THE POSITION FOR WHICH I AM APPLYING. I UNDERSTAND THAT THIS APPLICATION DOES NOT CONSTITUTE AN OFFER OR NUMBER.  THEREBY CERTIFY THAT ALL ALL SHEET OF THESE CONDITIONS.			N'T
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	RAMINATION AT CITY EXPENSE AT A OR WHICH I AM EMPLOYED. I AGRE HYSICAL EXAMINATION CONDUCTED I UBJECT TO INSPECTION BY THE NSPECTION I HEREBY RELEASE TO LINESS FOR THE DOSITION FOR WHI	ANY TIME TO DETERMINE MY CONTINUED ABILITY TO PERFORMER THAT THIS APPLICATION AND ALL PAPERS IN CONNECTION IN RELATION TO MY EMPLOYMENT SHALL BE COMPIDENTIAL EAPPOINTING AUTHORITY, AS PROVIDED IN THE RULES AND THE PERSONNEL DEPARTMENT ANY AND ALL INFORMATION AND ICH I AM APPLYING. I UNDERSTAND THAT THIS APPLICATION IED. I FULLY UNDERSTAND AND AGREE TO THESE CONDITIONS	THE WORK REQUIRED IN THE POSITION WITH IT AS WELL AS RESULTS OF AN RECORDS OF THE PERSONNEL DEPARTMENT OF REGULATIONS, AND TO MY PERSONNEL D/OR RECORDS NEEDED TO DETERMINE IN DOES NOT CONSTITUTE AN OFFER OR

DATE

## **SECRETARY**

## SUPPLEMENTAL APPLICATION

This form will be used to screen for the basic qualifications listed on the job description (refer to the job description inside your employment application; or attached to your promotional application). You are required to answer all questions as accurately as possible. The term "Explanation" requires that you provide descriptive examples and/or education to support a YES answer to a question. When you use working experience to answer any questions on this form, be sure to list the employer on your employment or promotional application. If you run out of space please attach additional sheets of paper to your application and/or this supplemental application.

1.	Have you graduated from high school or equivalent? Yes No
2.	List all courses you have taken, in business practices, stenography, typing, etc.:
	Typing, Offict Procedures + Practices; Filing, Accounting Procedures; Dictaphone, 10-key calculator; copy Machine; for Machine; relephone Procedures
3.	Do you have at least one year of responsible experience in clerical and stenographic work?   Yes $\chi$ No . If yes, explain:
	I have extensive experience in clerical duties, (see above + past work experience)
	I took a course in dictaphone in High School of used it somewhat in past work related jobs.

I certify that the above information is accurate to the best of my knowledge and belief. I understand that misrepresentation or omission of facts will be cause for cancellation of consideration for employment or dismissal if promoted.

Signature of Applicant

July 17, 1995